

## We Are Hiring at Pravah

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**Multiple Positions: Associate Coordinator and Programme Coordinator in the following teams-**

- 1. Adolescent Intervention Team**
- 2. Youth Intervention Team**
- 3. Streaming Team**
- 4. Learning Voyages Team**
- 5. Fundraising Team**

**Location: New Delhi**

**As the Associate Coordinator, you will:**

- Mobilize youth participation and execute efficient systems for smooth running of the programme.
- Lend support in designing, organizing and executing the programme, processes including workshops, exposure trips, volunteer, placements, events etc.
- Create and maintain appropriate databases and mobilize resources and manage budgets as required
- Ensure review, documentation and circulation of information related to respective programmes
- Work closely with the Programme Coordinator to set up and execute operational systems relevant to your programme.
- Participate in organizational trainings, review and planning exercises, meetings and retreats.

**We are looking for a person, with**

- A postgraduate degree in any discipline with 0-3 years of experience. A graduate with exciting work experiences that can be brought into this space of working with youth like volunteering, theatre, music, puppetry etc may also apply.
- Very good interpersonal skills, passion to work with young people and the ability to work under pressure
- Ability to multi-task and inspire openness to learning, think out of the box and connect with people
- An understanding of various development and social perspectives with a commitment to issues of social justice

- Willingness to travel extensively (to remote rural areas if required) and work flexible hours and weekends.
- Experience of managing logistics, databases and computer based communications.
- Fluency in English and Hindi.
- Capacity to work hard and keep commitments.

**As the Programme Coordinator, you will:**

- Inspire and manage a team of highly trained and efficient facilitators in managing a youth development program
- Launch new initiatives, develop, design and facilitate workshops / experiential learning programs on self awareness & active citizenship and social issues with young people, and mentor them
- Identify potential partner organizations, understand their work and develop long term strategic partnerships
- Work with partner organizations to design and implement youth interventions that address the needs of young people and promote youth leadership
- Design and facilitate interventions to build organizational capacities of partner organizations
- Facilitate joint reviews of the interventions
- Create a platform for partners to learn, share and build knowledge on youth issues
- Mobilize resources, fundraise, manage budgets
- Review and monitor the programme and generate evaluation reports
- Participate in organizational processes, such as trainings, planning and reviews

**We are looking for a person with**

- A postgraduate degree and 3-5 years of experience
- An entrepreneurial spirit and is passionate about youth leadership
- An experience in facilitating organizational development processes
- A positive orientation and cheerful disposition.
- An ability to inspire, openness to learning, ability to think out of the box, deep people orientation and an ability to connect with people, demonstrated leadership skills and enterprising spirit.
- Excellent communication and facilitation skills in both Hindi and English
- A deep understanding of various developmental/social perspectives and a strong commitment to social justice issues.
- Good analytical and conflict resolution skills and a collaborative nature.

- Flexibility to work on weekends and travel extensively

*\* Experience in Facilitation, program coordination and instructional design will be an added advantage*

*\*\* We are looking for people who are willing to make a minimum of a 5 months commitment to for the programme. .*

*During the interview please bring the following:*

- *Cover letter, maximum 1 page, highlighting your experience related to the post you have applied for.*
- *Your current emoluments and expected salary.*
- *Kindly indicate the position you are applying for in the subject line of your letter.*